

**Idaho School for the Deaf and the Blind**  
**Policies and Procedures**  
**Section: 400**  
**Subsection: Employee Assistance Program**

**June 2006**

**Reference:** State of Idaho Integrated Behavioral Health Plan (IBHP)

**Purpose:**

The ISDB and the State of Idaho care about the health and well-being of ISDB employees. The Integrated Behavioral Health Plan (IBHP), part of the medical plans for the State of Idaho Agencies, is a coordinated approach to the treatment of emotional, behavioral, mental health and substance abuse issues. Business Psychology Associates has been chosen to administer this plan. The Employee Assistance Program is covered under the IBHP. EAP benefits provide professional counselors to help employees and their dependents deal with personal, emotional, and professional needs.

**Policy:**

All active employees who receive health insurance benefits are eligible for benefits under the Employee Assistance Program.

The Employee Assistance Program is strictly confidential and is designed to safeguard an employee's privacy and rights. Information given to the counselor may be released only if requested by the employee in writing. All counselors are guided by a professional code of ethics.

Personal information concerning employee participation is maintained in a confidential manner. No information related to employee's participation in the program is entered into the personnel file.

**Procedure:**

**Employee Assistance Program Leave.** Up to two (2) hours per visit shall be granted for utilization of the Employee Assistance Program (EAP) during normal working hours. This leave is limited to the number of free program visits provided in the state's Behavioral Health Program. EAP leave shall be coded as MDA. Employees are required to call BPA at 1-877-427-2327 for pre-authorization for services each benefit period. (July 1<sup>st</sup> to June 30) Employees may use MDA and sick leave for appointments similar to any other health related issue. Information on IBHP Plan benefits may be obtained at [www.adm.idaho.gov/Insurance/Grp/newsletters.htm](http://www.adm.idaho.gov/Insurance/Grp/newsletters.htm).